

## COSMETOLOGY LABORATORY TECHNICIAN

### DEFINITION

Prepares and assembles materials and equipment used in demonstrations and classroom assignments in cosmetology; operates and services equipment; assists students and faculty with instructional activities; and orders, issues, receives, and stores laboratory materials and supplies.

### TYPICAL DUTIES

- Schedules and oversees the use of one or more cosmetology laboratories by students, faculty and staff.
- Explains to students the established instructional laboratory policies and use of equipment available within the instructional laboratory(ies).
- Measures and distributes supplies such as tints, lotions, rinses, shampoos, polishes, and astringents.
- Issues and receives equipment for student use in laboratory and classroom assignments; keeps records and effects the return of supplies and equipment dispensed to students.
- Assists instructors in the set-up of classes and preparation of instructional material and study aids.
- Operates and makes minor adjustments and repairs on equipment such as rakes, irons, pressing combs, microscopes, ovens and heaters, and blow dryers and facial machines.
- Sells supplies to students, receives monies, and accounts for funds received.
- Maintains inventory records and prepares periodic inventory reports and requisitions.
- Stores supplies and equipment and keeps storerooms and work areas orderly and clean.
- May provide training and work direction to student employees.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Cosmetology Laboratory Technician** applies knowledge of cosmetic preparation and application techniques in performing a broad range of duties related to the day-to-day operations of laboratories which include the preparation of cosmetic supplies, materials, and equipment; maintenance of equipment and facilities; storekeeping functions; and proper and safe use of equipment and materials.

A **Chemistry Laboratory Technician** applies knowledge of chemistry and scientific laboratory procedures and techniques in performing a broad range of duties related to the day-to-day operations of a chemistry laboratory which includes the preparation of media and equipment, maintenance of equipment and facilities, and storekeeping functions.

## SUPERVISION

General supervision is received from a Department Chair. Functional supervision is received from instructional staff. Work direction may be provided to student employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Supplies, materials, and equipment used in specializations within cosmetology, such as manicuring, hair care and styling, skin care, and electrolysis
- Sanitation and safety standards related to the preparation of materials and maintenance of facilities in a cosmetology department
- Capabilities of computer systems, software and hardware common to instructional laboratories
- Principles of recordkeeping

### Ability to:

- Provide instructional assistance to students and instructional staff
- Follow instructions and formulate in the preparation of cosmetic materials
- Keep detailed and precise records
- Work effectively and cooperatively with students and instructional staff
- Operate and make minor adjustments and repairs to equipment in the cosmetology department
- Give clear and concise instructions
- Effectively utilize computer hardware and software
- Learn general and specialized software applications

## ENTRANCE QUALIFICATIONS

### Education and Experience:

Graduation from high school or its equivalent **AND** a valid California Hair Dresser and Cosmetologist License.